



DEPARTMENT OF THE NAVY

NAVY MEDICINE TRAINING CENTER
2931 HARNEY PATH, BLDG 903
FORT SAM HOUSTON, TX 78234

IN REPLY REFER TO:
1740

WELCOME ABOARD MEMORANDUM

From: Command Master Chief

Subj: WELCOME ABOARD LETTER

1. Congratulations on your selection for training at Fort Sam Houston, Texas. The Navy Medicine Training Center is located in Building 903 which is near the corner of Harney Path and Patch Rd. Upon your arrival, please check in for in-processing and lodging assignments. As a reminder, *if you are here under instruction for less than 20 weeks, you are not entitled to a PCS move, permitted to move family, or bring relatives with you to San Antonio.* However, due to recent changes it is highly recommended you bring a privately owned vehicle (POV) for transportation.

2. San Antonio is the home to several military bases; however, none are Navy and thus there is a limited amount of Navy uniform items available. *I strongly recommend that you take care of your uniform needs and obtain all uniform items prior to your pending departure.* Seabag inspections are periodic, so you are required to have a full seabag upon your arrival as well as Navy PT gear. If you do not have these items, they are available, in limited quantities, for purchase from the Military Clothing and Sales on Fort Sam Houston and Lackland Air Force Base.

3. For more information about Fort Sam Houston and Navy Medicine Training Center, please go to our website: <http://med.navy.mil/sites/navmedmpte/nmtc/Pages/default.aspx> or under the *Navy Knowledge Online site*. This website has been created and designed with you specifically in mind. We have worked hard to provide you with the valued information you require as you transition here. I encourage you to look through this entire site. The design team has tried to anticipate your informational needs by providing you information on the Command, your assignment or school and the city of San Antonio. It is a tremendous resource I know you will find useful. We will continue to provide current information to you as we update this website. I invite you to assist us with your input on how we can better enhance this resource.

4. Again, welcome to the Navy Medicine Training Center and congratulations on your selection for training at Fort Sam Houston.

B. S. MOORE

Things to DO before PCS

Before you PCS from your command you should do the following ahead of time to ensure your transition to your next assignment goes smoothly.

1. **Sponsorship.** Our mailing address is Navy Medicine Training Center, 2931 Harney Path, Fort Sam Houston, TX 78234-6111, office # Comm: (210)808-1041 or DSN 420-1041, fax # Comm: (210)808-1114 or DSN: 420-1114. Your instructor(s) will be your assigned sponsor(s). You should make contact with them to discuss any issues pertaining to your school program. In addition, you should contact my admin staff with issues pertaining to checking in, travel arrangements, berthing, etc. Any problems, concerns or suggestions regarding sponsorship can be emailed to navy.sponsorship@metc.mil.

2. **Navy Required Training.** Before departing your command, ensure you have completed all your Navy required GMT training, and bring with you documented NKO account information - USERID and PASSWORD. In addition, you are required to have completed HIPPA Training. We will need a copy of certificates of HIPPA training courses you have completed. If you have NOT done this training, you will be required to complete training courses before you class-up for your school program which could cause delay in starting your training program. I highly encourage you to take care of these requirements before reporting here. Check with your command HIPPA Coordinator to ensure you are up to date with HIPPA requirements. Bring documented proof of enrollment in HIPPA program. i.e. write down your STUDENTID number and PASSWORD. We will be able to verify whether you have completed this training.

3. **Traveling to Fort Sam Houston.** Whether you are traveling by POV or flying, [please let us know your travel arrangements](#). If traveling by POV - you should contact us with an estimated arrival time and date so that my staff can plan accordingly. Since we are a small Naval command on a Garrison Army post, it can be an unique experience, starting from the time you reach the main gate to trying to find the Naval command. If you are flying in from overseas or inconus, you should contact us with your flight itinerary so that we can plan pick-up at the airport. If you are reporting to the Command during normal business hours (0730-1630), you are to report to the Administrative Services Department in Bldg 903 with service record and medical /dental records. If you are reporting after hours, please check in at the quarterdeck located in Bldg 617. A map is included in this package.

4. **Physical Readiness.** Students assigned to NMTC must maintain a healthy lifestyle and are required to be physically fit. Within 72 hours from reporting, students will have a Body Composition Assessment conducted by the Command Fitness Leader. [Students who report for duty over the DOD maximum BCA standard, outlined OPNAVINST 6110.1H, enclosure \(6\), will not convene with the incoming class, be made available for orders, and transferred from the command.](#) The command's Physical Readiness Program will be further explained to all incoming students during command orientation by the Command Fitness Leader. Physical fitness training is required three times per week. Students will muster @ 0545 on Monday, Wednesday and Friday with the Command Fitness Leaders for PT.

5. **Post Office.** Mail is available for pick up in the Command Mailroom Monday through Friday, 1300-1530. Two Mail Petty Officers shall be assigned for each class and will be issued mail cards; they will pick up the mail and deliver it to you. Holding company personnel will receive mail from Operations Department. Personal outgoing mail is not handled through the NMTC. There is a U.S. Post Office located in Bldg. 1-1, open from 1030-1300 daily, excluding holidays. Services include parcel post, express mail and sale of postage stamps. Additionally, a U.S. Post Office Box is available in the atrium.

WELCOME ABOARD!

Congratulations on your selection to the **TITLE OF PROGRAM**, Navy Medicine Training Center, Fort Sam Houston, Texas.

MISSION

Our mission is to conduct education and training for military personnel to enhance readiness in support of the Navy Medical Department.

CHECK-IN PROCEDURES

For students with less than 20 weeks of school will report to the Administrative Department, located on the 1st deck of Bldg 903. Upon checking in, you will report in dress uniform to the Administrative Services Department in Bldg 903 during normal working hours (0730-1600). Student will be assigned a room from the BEQ Manager if checking in after normal working hours (1600-2200), report to the Quarterdeck located in Bldg 617. Students will be assigned a room by the Quarterdeck duty. Students checking-in after normal working hours will report to the Administrative Services Department on the next business day in their Dress Uniform for check-in. During the check-in process, students should have in their possession: Service Record, Medical and Dental Records.

For students with over 20 weeks of school, Enlisted and Officers, will reside off post. To obtain information for off post or on post housing, members can contact the Army In and Out Processing building, Bldg 367 for assistance. During the check-in process, students should have in their possession: Service Record, Medical and Dental Records.

U.S COAST GUARD STUDENTS:

For U.S. Coast Guard personnel reporting for the Physical Therapy Course, they will follow the standard check-in procedure above. For any administrative problems or questions, Coast Guard students can contact LT Amrien (USCG Liaison) at (210) 221-6684.

HOLDING COMPANY:

All students who report to Navy Medicine Training Center before their class convening date or awaiting transfer orders will be assigned to the Holding Company until member's class convenes or orders are received. These individuals will be assigned under the BEQ Manager for various tasks around the command.

MAILING ADDRESS FOR OFFICIAL CORRESPONDENCE

Commanding Officer
Navy Medicine Training Center
2931 Harney Path
Fort Sam Houston, Texas 78234-6111

Students in the barracks must obtain post office box at the AMEDD mailroom for personal correspondence. The AMEDD C&S post office is located in the basement of Abel Hall, Bldg 2841, Stanley Rd, (210) 221-8893.

PHONE NUMBERS

Administrative Services Department	(210) 808-1041/1049
Quarterdeck	(210) 221-0215 (After 1600 hours)
COD Cell Phone	(210) 315-7985

CHAIN OF COMMAND

The chain of command will be utilized to provide efficiency, responsiveness and leadership awareness of individual requests. Utilize the chain of command at all times for special request chits, problems (both personal and professional), legal, pay, medical, etc. The chain of command for students is the Class Leader, Military Advisor, Program Director and then as indicated by the particular request. The chain of command for Navy Medicine Training Center is as follows:

COMMANDING OFFICER: CAPT R. G. CRAIGMILES



EXECUTIVE OFFICER: CAPT P. D. WESTERBECK



COMMAND MASTER CHIEF: HMCM(SW/AW) B. S. MOORE



STANDARDS OF CONDUCT

We have a zero tolerance for gender or racial discrimination, sexual harassment, fraternization or substance abuse. Complaints of discrimination or grievances, informal and formal procedures are presented to all students during orientation via the Navy Rights and Responsibility Workshop. Additional information may be obtained from the Command Assessment Team members or the Administrative Services Department. Please refer to the Fraternization and Sexual Harassment Policies posted on the Quarterdeck if there are any questions. All personnel upon check-in and random selection are required to participate in the Urinalysis Drug Program.

ACADEMIC HONOR CODE

The Academic Honor Code states a student does not lie, cheat or steal. Students will sign a Page 13, acknowledging receipt of this briefing.

ALCOHOL POLICY

The Command Policy on Alcohol Abuse is “Zero Tolerance” and will be strictly enforced. During orientation, all hands will attend a DAPA Briefing on alcohol awareness. In the case of an alcohol incident, all personnel will appear before the Commanding Officer and be screened by the Command DAPA, as well as mandatory disqualification from any administrative program (“C” school, SCORE, STAR, or frocking for one year). A page 13 will be used for serious incidents as well as adverse performance evaluations (military bearing/character marked no higher than 1.0 and not recommended for advancement for one year). In the case of a DUI/DWI, mandatory suspensions of base driving privileges and motorcycle safety qualifications, and disenrollment from school. Drinking is prohibited eight hours prior to class and/or assuming duty. Reporting for class or duty while under the influence of alcohol will result in disenrollment from school and administrative or disciplinary action.

HEALTH AND PHYSICAL READINESS

Students assigned to NMTC must maintain a healthy lifestyle and are required to be physically fit. Within 72 hours from reporting, students will have a Body Composition Assessment conducted by the Command Fitness Leader. Students who report for duty over the DOD maximum BCA standard, outlined OPNAVINST 6110.1H,

enclosure (6), will not convene with the incoming class, be made available for orders, and transferred from the command. The command's Physical Readiness Program will be further explained to all incoming students during command orientation by the Command Fitness Leader.

MEDICAL AND DENTAL SERVICES

The standard procedure for staff or students desiring to use the Fort Sam Houston medical or dental services are as follows: Members must come to the Readiness office to sign out medical and/or dental records. Records will not be released without being checked out in the record logbook. For dental needs, staff and students can seek services at the Rhodes Dental Clinic, located on Stanley Road. Members with emergency medical problems after duty hours are seen in the Emergency Room at San Antonio Military Medical Center (SAMMC), formerly known as BAMC. The following medical and dental phone numbers are provided for your convenience:

TROOP MEDICAL CLINIC (TMC)	(210) 916-3000
RHODES DENTAL CLINIC	(210) 295-8740
CENTRAL APPOINTMENTS	(210) 916-9900

All students over 20 weeks will enroll in TRICARE, and you need to request assignment at the Troop Medical Clinic (TMC) on Fort Sam Houston. Family members can be enrolled at any of the area military facilities.

Sickcall hours are for students **ONLY** and formation is outside the TMC at 0515.

FAMILY CARE PLAN CERTIFICATE

This applies to all single military personnel and military couples with dependents. Members who fall into this category can obtain this form from the Administrative Services Department.

EDUCATIONAL SERVICES

The Education Services Officer (ESO) provides liaison between PSD Corpus Christi and staff / students of NMTC in all matters pertaining to advancement examinations and service record entries (for awards, continued education units/credits, military correspondence course completion). Dates and locations of the exams will be posted during exam cycle periods. If you will be planning on taking the advancement exam here at NMTC, shortly after reporting or while on leave, please ensure your current command forwards your exam to us here at Navy Medicine Training Center. **THIS IS YOUR RESPONSIBILITY! Please note that PCS travel (leave) is not an authorized reason to not take the exam or make-up exam.**

UNIFORM STANDARDS

MILITARY UNIFORMS: The Uniforms of the Day as prescribed in the Plan of the Week shall be worn during working hours, while in a duty status, and for prescribed ceremonies and formations. **NOTE: The Military Clothing and Sales on Fort Sam Houston and Lackland AFB have extremely limited Navy Uniforms and devices for E6 and below. It is highly recommended that you purchase any needed uniform items prior to arriving, or buy online at www.navy-nex.com.**

NAME TAGS: All students will be issued a blue name tag with white lettering to include rank, last name, and program.

PHYSICAL TRAINING UNIFORM: Students will have two sets of the PTUs prior to arriving. The Navy logo t-shirt can be purchased online at www.navy-nex.com. It is highly recommended you purchase necessary items prior to arriving due to limited availability. This is a mandatory uniform requirement for mandatory morning PT and PFA cycles.

INSPECTIONS: You are responsible for maintaining your personal appearance and living spaces, in a constant state of readiness for inspection. Daily personnel inspections are accomplished by the Military Advisor. BEQ rooms will be inspected weekly by BEQ Manager.

IDENTIFICATION CARD

The Armed Forces identification card (DD Form 2N) is issued to persons in the Armed Forces to assist in identifying them. The card, which is the property of the United States, shall be surrendered only for identification or investigation purposes. To replace the identification card, submit a special request chit via your chain of command. The ID card section is located inside of the Army In and Out Processing building, Bldg 367, intersection of Stanley and Reynolds Roads. Any person altering, damaging, lending, counterfeiting or using the identification card in an unauthorized manner shall be subject to penalty as prescribed by law. Lending or giving the Armed Forces identification card as security or collateral for recreational activities is unauthorized and is punishable under the Uniform Code of Military Justice.

DOD STICKER / VEHICLE REGISTRATION

To get DOD stickers or to register your vehicle, report to In and Out Processing, Provost Marshal Vehicle Registration office, Bldg 367, intersection of Stanley and Reynolds Roads. Documents required for vehicle registration include current state license plate, valid insurance card, valid driver's license and valid military/family member ID card.

PAY

You are strongly encouraged to review your LES to make sure all pay, allowances, and other financial entitlements are in order. Over-payments are collected immediately and in large sums. Do not jeopardize your financial integrity or your career through mismanagement of your pay and allowances. If members find themselves in a financial situation, they can utilize the Fort Sam Houston Army Relief system, located at 2797 Stanley Road. The phone number is (210) 221-1612 to schedule an appointment. Any monies acquired from the Army Relief will be recouped from the Navy Relief, located in Corpus Christi, TX. Also, the American Red Cross can be utilized for members with an extreme or emergent situation. They are located in Bldg 2650 on Fort Sam Houston and to schedule an appointment call (210) 221-5271/3681.

If a member is experiencing financial difficulties and is in need of counseling, HM1 Bauer is the Command Financial Specialists. HM1 Bauer can be reached at (210) 808-1004 for more information. Members may also use the Army Community Center (Roadrunner), located in Bldg 2797, on Stanley Road.

Students who received special assignment pay will no longer receive such pays while in student status.

LEAVE

Annual Leave for Student Personnel: Normally, annual leave will not be granted to student personnel under or awaiting instruction except during holiday periods as authorized by the CO. Special notices will be published concerning procedures to be followed in granting leave to student personnel during holiday periods.

Emergency Leave: Emergency leave may be granted when the situation warrants. The emergency leave protocol goes as follows:

When an urgent call or an emergency message from the Red Cross comes into the Administrative Services Department during normal working hours, the Admin staff will contact the individual via Class Advisors or Course Coordinator to inform the member of the situation. The member will obtain a leave chit from the Class Advisor and have the course Chain of Command sign the appropriate blocks. After this is completed, the chit can be hand carried either by the member or the Class Advisor/Course Coordinator to the Administrative Services Department to receive a leave control number and final authorization signatures.

For after hour emergency situations: The Quarterdeck duty will contact the COD. The COD will contact the Course Coordinator and the Admin LCPO and inform them of the situation. Once the COD has confirmed verbal authorization, he or she will be able to sign the leave chit in the appropriate blocks. **PLEASE NOTE: If in a student status, be advised that any emergency leave taken could result in disenrollment from the program.**

Leave Granted Upon Graduation: If authorized and the member has the adequate leave balance, their orders will provide a delay in reporting to their next duty station, to count as leave.

PLAN OF THE WEEK

POW will be published every Thursday and posted on the command's website on NKO.

OFF LIMITS AREAS AND ESTABLISHMENTS

The following areas and establishments have been placed in an off limit status to all Armed Forces personnel:

Planet K
Cracker Box Palace
Voodoo Tattoo Parlor
Texas Players Club
Boys Town (Acuna, Mexico)
Widows Web Bar and Night Club (Acuna, Mexico)
The Up and Down Club (Acuna, Mexico)

HOUSEHOLD GOODS

Students over 20wks: Upon arriving in San Antonio, contact the Joint Personnel Property Office (JPSO) at 210-321-4200, follow the automated system to check in-bound shipments. You will receive your required delivery date (RDD), this is the latest date the carrier can deliver your household goods (HHG). Don't forget to update your phone number and delivery address, so the JPSO office can contact you to schedule your delivery date and time frame.

ON-BASE HOUSING (LINCOLN HOUSING OFFICE) (In order to qualify for on-base housing, you must be able to fulfill a six-month lease)

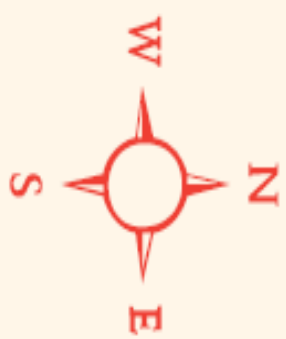
There is currently a waiting list for on-base housing. To be placed on the waiting list prior to arriving in San Antonio you must be checked out of your command, and fax the following documents to the Lincoln Housing Office:

- copy of your orders
- copy of your leave papers
- current LES
- copy of military ID card (both front and back)
- if you have step-children, a copy of the custody paperwork

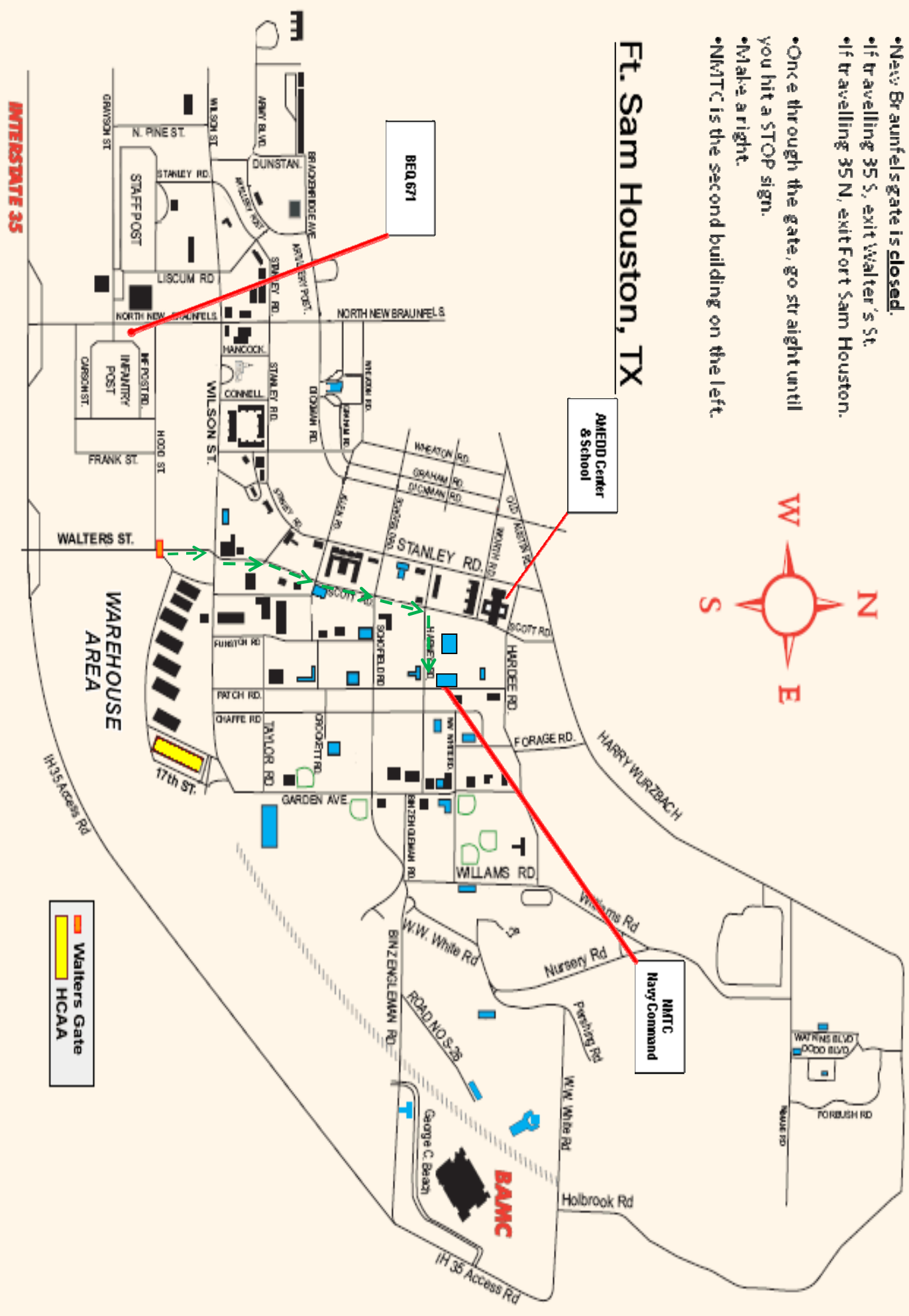
Fax all documents to 210-270-7699. Upon arriving in San Antonio, you may check your placement on the list by calling the Housing Office at 210-270-7685. If you decide upon arriving that you would like to get on-base housing, report to the Housing Office located in Bldg 367, intersection of Stanley and Reynolds Roads with copies of the above paperwork to be placed on the waiting list.

To visit Fort Sam Houston's housing webpage, please visit <http://www.samhouston.army.mil/pwbc/housing.asp> and the temporary lodging webpage is <https://fsh-intranet.amedd.army.mil/sites/newcomers/lodge.asp>

- New Braunfels gate is closed.
- If travelling 35 S, exit Walter's St.
- If travelling 35 N, exit Fort Sam Houston.
- Once through the gate, go straight until you hit a STOP sign.
- Make a right.
- NMTC is the second building on the left.



Ft. Sam Houston, TX



Walters Gate

HCAA